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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 5 July 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #27

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

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C. Training Film Project:

1. Details of an advance for "spot purchase" of props by personnel of the Film Production Branch were coordinated with the Finance Division and the advance made on 2 July. The advancee will submit an accounting for the funds on a monthly basis.

2. Arrangements have been made to reimburse OO/Contact for certain stock film footage to be purchased by that Division for OTR. \$500 has been obligated for this purpose against the FY1956 allotment for the Film Production Branch.

- D. Budget Estimates - Drafts of detailed personnel services estimates for the final budget presentation (Office Estimates) have been completed.

- E. Personnel Testing Program - Final documents pertaining to the transfer of \$7500 to the National Security Agency were processed prior to being forwarded to the Deputy Comptroller for payment.

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G. Interviews and Briefings - The Personnel Section interviewed and briefed seventeen JOT's and "summer only" employees during this reporting period.

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I. [REDACTED] Procedures previously established with OCL JOT's were initiated this week. Nine JOT's who just entered on duty were referred to OCL for interviews for this purpose. Scheduling was difficult since they started BOC on Monday and it was therefore necessary to arrange the interviews according to the free time in the course over the next two weeks.

J. Air Conditioners - Adjustment of air conditioners was made for Clerical Induction Training in Quarters Eye. Units were moved from Room 2611 to Room 2702; Room 2511 to Room 2702, and Room 2712 to Room 2720.

K. Air War College - The Agency candidate nominated to attend the Air War College, Maxwell Air Force Base, Montgomery, Alabama from August 1956 to June 1957 received a final administrative briefing from the Processing Section on 27 June.

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M. [REDACTED] met with representatives of the Signal Corps at the Pentagon on 28 June regarding [REDACTED] arrangements for the Film Production Branch.

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[REDACTED]

IBM Statements - The Processing Section has received the monthly IBM delinquency statements from Finance Division. An answer to this report will be sent to Finance Division prior to 10 July.

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P. External Training - During the past week, the Processing Section processed persons to attend courses at [REDACTED] and Maxwell Air Force Base.

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Q. PERSONNEL ITEMS:

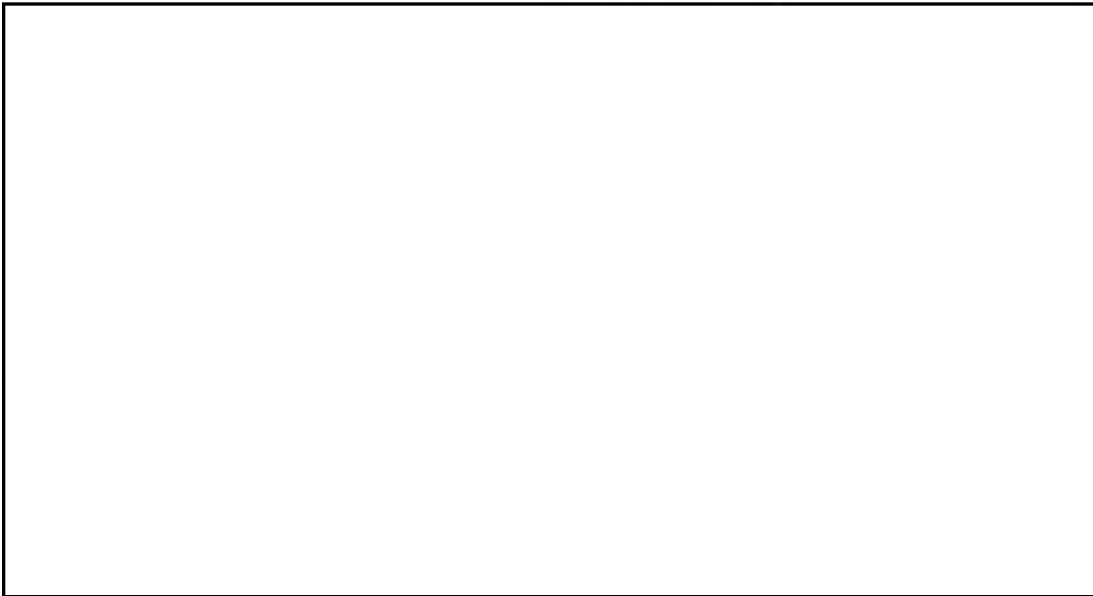
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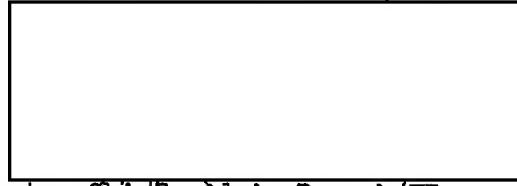
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Deputy Chief, Admin Branch/TR



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